

MRS GEORGINA MARTIN  
C/O PENSION PRACTITIONER  
OFFICE 12, VENTURE WALES BUILDING  
PENTREBACH  
MERTHYR TYDFIL  
CF48 4DR



25 August 2022

**Organisation name** : The Trustees of the Carlton James Retirement Fund  
**Order reference** : 00c059e5030c  
**Registration reference** : ZA787870

Dear Mrs Martin

**GDPR/Data Protection Act 2018**  
**Data protection fee - renewal due - ACTION REQUIRED**

**If you have already sent us your payment, please ignore this letter.**

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 15 September 2022. You are now legally required to either:

- renew your registration, taking the tier assessment to confirm the fee you need to pay (see [www.ico.org.uk/fee-self-assessment](http://www.ico.org.uk/fee-self-assessment)), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

**Amount required**

Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on your size **or** turnover. **VAT is nil in all cases.**

Based on your last assessment, you are now required to pay **£40**. However, you should use our tier assessment tool (see [www.ico.org.uk/fee-self-assessment](http://www.ico.org.uk/fee-self-assessment)) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

**How to pay**

**Direct debit** - this is the best way to make sure you renew on time. Just visit [www.ico.org.uk/direct-debit](http://www.ico.org.uk/direct-debit) and follow the instructions to complete your payment online. It's really quick and easy. **If you pay by direct debit you will**